

Chronological Resume Sample

Jane Doe

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Job Objective: A position as program coordinator in human services

HIGHLIGHTS OF QUALIFICATIONS

- Twenty-one years professional experience in the field.
- Confident and skilled at organizing the start-up phase of new projects.
- Talent for effectively balancing the needs of staff and program.
- Maximize multi-cultural team's effectiveness by monitoring work flow and communications.
- Minimize problems through careful analysis of program design.

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

1998-1999—Canadian International Development Agency (CIDA), Beijing, China (PRC)

Human Resources Development Specialist. Conducted large-scale analysis of human resources development projects in China among multinational organizations (UNDP, World Bank, EC) and national bilateral agencies; analyzed future trends in PRC educational policy; findings applied to future CIDA programming.

1996-1998—International Consultant, Beijing, China

- 1990 Sino-American Conference on Women's Issues. Beijing liaison between Global Interactions (U.S.) and China Women's Federation.
- AT&T China. Evaluator of management trainees for AT&T International Management Program.
- Special Olympics, Washington, D.C. Beijing liaison.
- China Disabled People's Federation. Adviser for institutions for the disabled; started Very Special Arts (VSA)/China organization; host/announcer for the Second National China Arts Festival of Disabled Performers (televised nationally).
- Beijing International Volunteers (BIV). Founded organization of international volunteers working with disabled children in Beijing. (Awarded the "Secretary's Pin" by Secretary of State.)

1990-1996—John F. Kennedy Center for Performing Arts, Washington, D.C.

Director, Very Special Arts International. Organized VSA programs in 55 nations and regional conferences in Europe, Africa, Latin America, and Asia;